



# **INDIANA DEPARTMENT OF TRANSPORTATION**

***Driving Indiana's Economic Growth***

## **Design Memorandum No. 12-05** **Technical Advisory**

March 14, 2012

**TO:** All Design, Operations, and District Personnel, and Consultants

**FROM:** /s/ Anthony L. Uremovich  
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Bridge Design, Inspection, Hydraulics, and Technical Support Division

**SUBJECT:** Bridge Condition Appraisal Report Submittal-Content and Order

**REVISES:** *Indiana Design Manual* Section 72-2.05

**EFFECTIVE:** Immediately

For a bridge-rehabilitation project, unnecessary documents such as bridge inspector's reports and existing-structure plans are being added to the Bridge Condition Appraisal Report, or Scoping Report. These documents are available elsewhere within the INDOT electronic-data systems. Including such unnecessary documents will eventually lead to additional information storage issues for document duplication. Therefore, this guideline has been prepared to show the content and order of the Report.

A complete Scoping Report should, at a minimum, consist of the documents in the order as follows:

1. *Indiana Design Manual* Figure 72-2B, Bridge Inspection Report, Items I-VIII;
2. *Indiana Design Manual* Figure 40-8B, Level One Design Criteria checklist;
3. existing typical bridge section, consisting of a single drafted sheet, size 8½" x 11";
4. *Indiana Design Manual* Figure 72-2B, Bridge Inspection Report, Item IX, proposed typical bridge section, consisting of a single drafted sheet, size 8½" x 11";
5. *Indiana Design Manual* Figure 72-2C, Evaluating Alternative Improvement Strategies, as directed at the preliminary field check;

6. rehabilitation cost estimate; and
7. site and bridge photographs.

Supplemental documents to reinforce the designer's decisions may be included. Such documents should appear in the order as follows:

1. Field Check minutes;
2. correspondence;
3. computations such as Level One design criteria, guardrail, sight distance, or others;
4. quantities calculations; and
5. other supplemental documents.

Information referenced from the bridge inspector's report should appear within the body of the Scoping Report. A single page should be added as a supplemental document.

If a detail shown on the plans for the existing structure is to be included, the detail should be submitted as a supplemental document, and referenced within the Scoping Report.

Based on these guidelines, the Scoping Report will include the pertinent information in the beginning followed by its supporting documentation.

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